

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
February 27, 2018 at 5:30 p.m.

1. Call the Meeting to Order & Establish a Quorum

The meeting was called to order and quorum established by Chair Peter Lewis at 5:30 p.m. Select Board members Peter Lewis, Jeremy Cluchey, Judy Gray, David Engler and Thomas Walling were present. Staff present included Town Manager William Post and Planning and Development Director Nicole Briand. Also present were Kevin Twine, and Comprehensive Planning Committee members Tom Deforeest, Joanne Joy, David Asmussen and William Stanton.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

A. Meeting Minutes of February 13, 2018

B. Warrants and Financial Reports:

1. Treasurer's Warrant #46 for \$72,007.02

C. Reports & Communications

1. Sheriff's Department January Incident Report

On motion of Engler/Cluchey, the Board voted 5 – 0 to approve the Consent Calendar as presented.

4. **Discussion Items**

A. Waterfront Storage Rack Policy & Storage Rack Design

The Manager stated that, as discussed previously, a group of residents has researched storage racks for canoes and kayaks and a policy for use at the Maily Waterfront Park. Included in the Board's materials are the draft policy and two examples of storage racks. One of the racks is a design by one of the residents based on a rack in Damariscotta, the other would be purchased and assembled. The funding for this project would come from the CMP/Waterfront TIF.

Kevin Twine addressed the Board. He stated that at the BCDI community meetings in the fall, a boat rack for storage was one idea that he agreed to pursue. He and a few others met with the Comprehensive Planning Committee to discuss the idea of a storage rack and it is obvious that the waterfront redevelopment won't happen until 2019 at the earliest, but there was support for the boat storage concept. The group developed a simple set of regulations and an application that would be administered by the Town and developed a sketch based on a rack in Damariscotta. The material cost is about \$140. One of the issues that developed was where the rack would be located. The land behind the harbor master's building is owned by the State. The racks will be portable so they could be moved to a different location when the current public works location is available.

Board member Engler asked if the wood to be used would be pressure treated. Twine stated that the wood is not to be pressure treated, most likely because of the chemicals.

The Manager stated that he has reviewed the lease proposed by the Maine Department of Transportation and it is \$100 per year, but he needs to have the insurance company review it. The Board could approve the policy tonight if they wish, and decide on the storage rack style.

Chair Lewis stated that the committee should choose which design they prefer.

Cluchey asked how the rules and regulations would be known so that potential users could understand. The Manager stated that the rules would be posted on site, near or on the storage racks, on signs to be purchased for a minimal cost.

On motion of Cluchey/Walling, the Board voted 5 – 0 to approve the Waterfront Storage Rack Rental Policy and application form and authorize the group to choose the design.

B. Meet with Comprehensive Planning Committee re: Waterfront Redevelopment

Comprehensive Planning Committee Chair Joanne Joy stated that the 2014 Comprehensive plan and 2005 Waterfront Plan is guiding the committee's direction for redevelopment. The Committee is not asking for approval for further development of the remainder of the waterfront properties owned by the Town, but only for the property covered by the Waterfront Plan. The Waterfront Plan covers Maily Waterfront Park and the space currently used for the Public Works Facility. In the future, the other waterfront parcels could be discussed.

David Asmussen provided a presentation to the Board (see attachment). He stated that the Comprehensive Plan asked the committee to implement the Waterfront Plan. The Public Works site is the focus of the redevelopment. He then reviewed the history of the site which included ship building, a fertilizer company and a temporary location of the Public Works facility. The site currently does have a railroad siding that is inactive, a concrete slab underneath the sand/salt storage pile, the Public Works garage and the yellow house.

Asmussen stated that the 2005 Waterfront Plan envisioned an open space area to the south of the current garage which would be largely unimproved with rough trails, open meadow and recreation areas.

In 2017, the Committee worked on the open space area including new hiking trails and trail improvements, picnic tables were added in the meadow area and an informational kiosk was added at the trailhead.

The Waterfront Plan has been discussed by the Committee and at the BCDI community conversations. A list of desires was created including picnic areas, ice skating rink, fitness structures, boardwalk trail, Merrymeeting Trail, canoe/kayak launch, swimming dock, sidewalks connecting the current sidewalks, and others. In order to accomplish these goals, the Committee would like to engage a landscape architect through a request for proposals (RFP).

Board member Judy Gray asked if there was any discussion about rising water levels on this project. Asmussen stated that it was reviewed because one impetus for moving Public Works was to get it away from the water. Most of the structures are above the 100-year

flood mark. Joy stated that there has been consideration that those permanent structures would not necessary have walls so that the damage from potential water would be minimal.

Board member Cluchey asked what level of specificity is included in the RFP. Briand stated that the RFP is set up as a phased approach. A master plan would be based on reality – what is realistically likely to occur. The next phase would look at individual elements to be built.

Chair Lewis asked if the Maily Waterfront Park would be included in the redesign. Asmussen stated that it would make sense to look at a total approach.

Gray asked what the Town’s responsibilities for maintenance would be 10 or 20 years into the future. Asmussen stated that there would be basic maintenance such as mowing, dock maintenance and the structures would need maintenance, but they have not looked at specific numbers at this point.

Briand stated that the plan consists of a wish list. A consultant would run a public process to determine what the final design would be and then costs would be known at that point.

Cluchey asked if this would be funded through the Tax Increment Financing account. Briand replied that it would be paid from the CMP/Waterfront TIF.

The Manager asked what the Committee needs from the Board. Joy stated that they have some more work to do on the RFP based on the discussion tonight but would like to know if their timeframe works with the Town’s Public Works Facility Project. The Manager stated that the Town received bids for the Public Works Project and will be having a special town meeting to seek funding approval on March 28th at 6:00 p.m. at Town Hall. If the funding is approved, then the contract would be awarded April 10th and construction would start soon thereafter.

The Public Works Department would move into the garage on December 1st, and the redevelopment of the waterfront could begin in spring 2019.

Joy stated that the committee will meet again in March and then return to the Board with a finalized RFP for the Board’s approval.

C. Public Works Facility Bids and Next Steps

The manager stated that the bids for the Public Works Facility were opened on February 22nd at 10:00 a.m. It is somewhat surprising, yet pleasing, that all six bids for the PW Facility Project are in the same range. Usually, there are a couple of outliers. The bids ranged from \$2.3 million - \$2.5 million. He recommended that the engineer, and perhaps the Building Design Committee, meet with the two lowest bidders and discuss the project and bids before providing a recommendation to the Board.

He also provided an insert that will be in the newsletter that will be out around March 5th that details information for the public ahead of the March 13th information meeting. Board member Cluchey added one sentence to the insert.

5. Action Items

A. Act Acceptance of Volunteer Fire Assistance Grant

The Manager stated that the Fire Chief applied for, and was approved for, a grant from the Department of Agriculture, Conservation and Forestry for various equipment and supplies in the amount of \$1,146.55. The grant is matched 50/50 with the Town and covers the purchase of items the Fire & Rescue Department would have purchased regardless of the grant.

On motion of Cluchey/Walling, the Board voted 5- 0 to accept the \$1,146.55 grant on behalf of the Fire & Rescue Department from the Department of Agriculture, Conservation and Forestry.

B. Act on Tax Abatement #12 for Nathan and Gabrielle Drummond in the amount of \$353.83

The Manager stated that the landowner brought this issue to the Assessors' Agent's attention. The land is in the Farmland Program, which reduces its assessed value, but must be used for agriculture. The land has water frontage which was mistakenly assessed as not being in the Farmland Program. There were other assessments that were not accurate that were also corrected, such as a barn underassessed, resulting in a smaller abatement.

On motion of Cluchey/Walling, the Board voted 5 – 0 to approve tax abatement #12 for Nathan and Gabrielle Drummond in the amount of \$353.83.

C. Act on Tax Supplemental #6 for the Heirs of Leonard Bishop in the amount of \$621.77

The Manager stated that this property was a supplemental assessment last year and was not added to the tax commitment this year in error.

On motion of Cluchey/Engler, the Board voted 5 – 0 to approve tax supplement #6 for the Heirs of Leonard Bishop in the amount of \$621.77.

6. Town Manager's Report

The Manager stated that he contacted Lincolnville Communications (LCI) about applying for an infrastructure grant with the Town through the ConnectME Authority. However, at this time, LCI is not able to participate in an infrastructure grant application. They are not able to use the CMP fiber on the poles and would need to design a fiber system to serve Bowdoinham's unserved and underserved areas. LCI would be willing to partner in a planning grant application.

After discussion, the Board asked the Manager to work with LCI on a planning grant with ConnectME Authority with the understanding that the plan would have separate areas detailing the infrastructure within Bowdoinham and the infrastructure necessary to get the fiber to Bowdoinham. If that fails, then the Manager could reach out to GWI to determine their interest.

The Manager stated that the Town roads have been posted to heavy loads.

The Manager stated that the Town received several proposals for the website redesign. The next step is to review the proposals to determine which company to contract for the redesign.

7. Select Board Member's Request for Agenda Items for Next Meeting – None
8. Announce Future Select Board Meetings
 - A. March 13th – Regular Meeting and Public Information Meeting on PW Facility (6:00 p.m.) at Town Hall
 - B. March 27th – Regular Meeting
 - C. March 28th – Special Town Meeting – 6:00 p.m. Town Hall
9. Comments from Select Board Members

Cluchey asked if the Town is getting an intern. The Manager stated that he would expect to know after March 1st, but he is confident that an intern will be approved.

10. Comments from the Public – None
11. Adjourn

The meeting adjourned by acclamation at 7:02 p.m.

Select Board
Town of Bowdoinham, Maine

Peter Lewis, Chair

Jeremy Cluchey, Vice-Chair

David Engler

Judith Gray

Thomas Walling

Respectfully Submitted,

William S. Post, Town Manager